

BILLING SCHEDULE & REFUND POLICIES FOR CREDIT COURSES

SCHEDULE CHANGES: Students may make schedule changes prior to the start of classes and during the add/drop period. Assistance is available in the Advising, Career and Transfer Center (ACT) located in Frost 273. Please reprint schedules prior to the start of classes and when schedule changes are made. Up-to-date information is available at HCC Online Services: www.hcc.edu.

FALL 2019 BILLING SCHEDULE *HCC Student Handbook*

If you register:	Your bill will be due by:
March 18 – July 10.....	July 25
July 11 – July 29	August 8
July 30 – August 4.....	August 15
August 5 – August 20.....	August 20
August 21 – September 6	September 9
September 7 – October 4	October 4
October 5 – October 21	October 21
October 22 – November 6	November 6

It is the student's responsibility to make a payment arrangement by the bill due date. If the student does not plan to participate in a course for which he or she has registered, it is the student's responsibility to drop or withdraw during the appropriate time period. **If a payment arrangement, including submitting all necessary documentation to complete the financial aid application is not finalized by the bill due date, the student risks the courses being dropped for non-payment.** If the student does not drop or withdraw during the appropriate time period, it remains the student's responsibility to officially withdraw for any or all courses he or she does not plan to continue attending. Please be aware that not showing up for a class or non-payment of the student's bill does not constitute withdrawal from the college.

FALL 2019 REFUND POLICY *HCC Student Handbook*

Full-term courses:

Prior to and including first 5 business days of the semester.....100% of tuition/ESF/fees
 During the second 5 business days of the semester.....50% of tuition/ESF only
 After the 10th business day of the semester No refund (outstanding balance due in full)

All Accelerated courses (5, 7, 10, and 12 weeks):

Prior to and including first 3 business days of class.....100% of tuition/ESF/fees
 During the 4th and 5th business days of class.....50% of tuition/ESF only
 Any time after the 5th business day of class.....No refund

Questions about your bill? Contact Student Accounts Office via email at studentaccounts@hcc.edu, by phone at 413.552.2101, in person at Frost 201 or use the following link to chat with us every Tuesday from 2-3. <https://hcc-uga.chat.edu.185r.net/client/>

General questions? Email us at answers@hcc.edu.

COURSE AND COLLEGE WITHDRAWALS: A Course/College Withdrawal form or an Add/Drop form must be completed to receive a refund according to the Refund Policy. Refunds are based on the date the form is received, regardless of registration date or attendance. Withdrawals may influence your current and future financial aid eligibility. Please email Financial Aid at financialaid@hcc.edu for details or meet with a financial aid counselor.

SUMMER 2019 BILLING SCHEDULE *HCC Student Handbook*

If you register:	Your bill will be due by:
March 18 – April 11	May 8
April 12 – April 25	May 15
April 26 – May 6	May 22
May 7 – May 22	May 24
May 23 – May 28.....	May 29
May 29 – June 4	June 5
June 5 – June 17	June 18
June 18 – July 9	July 10

It is the student's responsibility to make a payment arrangement by the bill due date. If the student does not plan to participate in a course for which he or she has registered, it is the student's responsibility to drop or withdraw during the appropriate time period. **If a payment arrangement, including submitting all necessary documentation to complete the financial aid application is not finalized by the bill due date, the student risks the courses being dropped for non-payment.** If the student does not drop or withdraw during the appropriate time period, it remains the student's responsibility to officially withdraw for any or all courses he or she does not plan to continue attending. Please be aware that not showing up for a class or non-payment of the student's bill does not constitute withdrawal from the college.

SUMMER 2019 REFUND POLICY *HCC Student Handbook*

Prior to and including the first 3 business days of the class (including the first day of class.....100% of tuition/ESF/fees

During the 4th and 5th business days from (and including) the first day of class50% of tuition/ESF only

Any time after the 5th business day of the class (including the first day of class) No refund

Check your email! All College communications will be sent to your HCC email address including bill notifications and reminders. To view and pay your bill log in to **Online Services** by using MyHCC drop-down box at the top of every page on www.hcc.edu.